

Customer Wilma Buttfit
Bank Reconciliation as of 31-January-2018

<p>Ending Checkbook Register Balance: <u>1,053.37</u></p> <p>Additions:</p> <table style="width: 100%;"> <tr> <td style="width: 30%;">Interest</td> <td style="width: 20%; text-align: right;">Amount</td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> </tr> <tr> <td></td> <td style="text-align: right;">0.22</td> <td></td> <td></td> <td style="border: 1px solid black; text-align: center;">+</td> <td></td> </tr> <tr> <td>Other _____</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Other _____</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Other _____</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Total Additions:</td> <td style="text-align: right;"><u>0.22</u></td> <td></td> <td style="text-align: right;">0.22</td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td style="text-align: right;">Subtotal:</td> <td style="text-align: right;"><u>1,053.59</u></td> <td></td> <td></td> </tr> </table> <p>Deductions:</p> <table style="width: 100%;"> <tr> <td style="width: 30%;">Bank service charge</td> <td style="width: 20%; 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Checks Outstanding	
Check number & date	Amount
2013 7-January	165.00
2037 31-January	87.46
Total:	252.46

Deposits in Transit	
Deposit & date	Amount
31 January (ATM)	664.28
Total:	664.28

- 1) Record cleared checks. Place a check mark (✓) next to checks that have cleared.
- 2) Identify outstanding checks. (Those are the checks *without* the check marks!) Write the outstanding checks in the area above labeled [Checks Outstanding].
- 3) Record deposits confirmed. Place a check mark next to the deposits that have been confirmed.
- 4) Identify deposits in transit. (Those are the deposits without the check marks!) Write the deposits in transit in the area above labeled [Deposits in Transit]. In practice, it is rare that you will have deposits that have not been confirmed.
- 5) Look for transactions that were accidentally left out of the check register! (These are the items that will sometimes make it difficult to reconcile.)
- 6) Reconcile!